

## POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: **PARF #27-7-036**    2. Position Number: **927-502-3175-XXX**    3. Date of Posting: **10/02/06**
4. Classification: **Transportation Engineering Technician**    5. Salary Range: \$3155 to \$4609
6. Pay Differentials That Apply To Position: **N/A** \_\_\_\_\_
7. Working Hours Of Position: **Varies** \_\_\_\_\_
8. District/Division: **NR Construction** Section: **Unit #522** Geographic Location: **Eureka** \_\_\_\_\_  
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) **Determination for relocation will be made by Hiring Supervisor.**

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):  
<http://www.dpa.ca.gov/textdocs/specs/s3/s3175.txt>

B. Technical & Professional Skills & Abilities:

The incumbent checks engineering calculations for accuracy, ensuring compliance with plans and specifications; collects engineering data; maintains office records for construction projects; prepares documents for progress pay for contractors; and performs other field office duties. Incumbent assists in the preparation of and processing of Extra Work Bills, checking against the Resident Engineers and Assistant Engineers' diaries, verify hours and dollar amounts against diaries and report discrepancies to RE and contractors. Verifies item payment for progress pay estimates.

The incumbent advises the various Resident Engineers that work out of the field office, the progress of the various phases of construction activity. Incumbent assists in preparing contract change orders, contract estimates, and other documents and reports involved in the construction of engineering projects; may review plans, prepare cost estimates and agreements; monitors project finances and reports status to Resident Engineers to insure projects stay within budget.

Must be able to: read and write English at a level required for successful job performance; communicate effectively orally and in writing; make accurate mathematical calculations, including percentages; understand very basic design engineering principles and compile data.

The incumbent performs miscellaneous Material Testing duties and nonprofessional engineering work as assigned, on various construction projects. Performs construction inspections as needed.

Perform compliance inspections of Asphalt Concrete (AC) Plants and Portland Cement Concrete (PCC) Plants during construction projects to insure compliance with plans and specifications of construction projects. Adjust, maintain, and calibrate materials testing equipment used to determine compliance with specifications during construction projects.

(continued)

10. Final Date and Time for Receiving Bid: **10/16/06**
11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>
12. Submit Bid to:  
Name: Merry Grisak, Personnel Liaison/Budgets Office  
Address: P.O. Box 911, Marysville, CA 95901  
Telephone Number: (530) 741-4231  
FAX Number: (530) 741-4111  
E-mail Address: [Merry\\_Grisak@dot.ca.gov](mailto:Merry_Grisak@dot.ca.gov)
13. Window period employee must be available for contact (Unit 1&4 Only): From: \_\_\_\_\_ To: \_\_\_\_\_

(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

14. Expected Reporting Date To Position (**Unit 11 Only**): **11/02/06**

(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)

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Revised 1/10/05

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**10. Specific Qualifications and Requisite Skills Required (continued):**

- C. License and/or Certification Requirements:  
Must have a current driver's license. Must acquire certificates for a variety of CTM as needed for each project.
- D. Physical Abilities to Perform Essential Functions:  
May occasionally be required to move equipment and testing materials weighing up to 50 lbs. Night work, frequent travel and long-term assignments throughout the North Region may be required. Refer to "Physical, Mental, Emotional Requirements" and "Work Environment" sections on Duty Statement for complete list of requirements.
- E. Other Departmental Requirements:  
Performs miscellaneous inspection duties and non-professional engineering work as assigned, on various construction projects.
- F. Duty Statement/Description of Duties:  
See attached Duty Statement